



Secretariat

13 April 2010

Information circular*

To: Members of delegations and staff

From: The Under-Secretary-General for Management

Subject: **First day of issue, 6 May 2010: "One Planet, One Ocean: fiftieth anniversary of the Intergovernmental Oceanographic Commission" stamps and prestige booklets**

Commemorative stamps

1. On Thursday, 6 May 2010, the United Nations Postal Administration (UNPA) will issue six se-tenant mini-sheets of four stamps each (for a total of 24 commemorative stamps), on the theme "One Planet, One Ocean", on the occasion of the fiftieth anniversary of the Intergovernmental Oceanographic Commission. Three prestige booklets will also be issued on the same day.

2. The stamps were designed by Wyland (United States of America), a marine life artist who is known as one of the most distinctive creative influences in the United States, and is a leading advocate for marine resource conservation. An accomplished painter, sculptor, photographer, writer and scuba diver, he has travelled the farthest reaches of the globe for more than 25 years, capturing the raw power and beauty of the undersea universe.

3. The issue will consist of six mini-sheets of four stamps in denominations of \$0.44, \$0.98, SwF 0.85, SwF 1.00, €0.55 and €0.65, (United States equivalents: SwF 0.35; \$0.78, SwF 1.00; \$0.92, €0.55; \$0.74 and €0.65; \$0.88, subject to exchange rate fluctuation.)

* Expiration date of the present information circular: 6 August 2010.



One Planet, One Ocean: fiftieth anniversary of the Intergovernmental Oceanographic Commission

4. Oceans and their adjacent seas cover more than two thirds of the surface of the Earth. The living and non-living resources they contain are a necessary element for the survival of life on the planet. It is the oceans that make life on Earth uniquely sustainable within the solar system. The sustainability of the air we breathe, the water we drink, the food we eat and the climate in which we live is dependent upon the oceans.

5. The oceans also provide for the cultural, social and economic well-being of the majority of the world's population. Sustainable development is highly dependent on the wise management of the oceans and coasts based on scientific knowledge.

6. The Intergovernmental Oceanographic Commission of the United Nations Educational, Scientific and Cultural Organization was founded in 1960 to promote international cooperation and to coordinate programmes in research, services and capacity-building, in order to learn more about the nature and resources of the ocean and coastal areas and to apply the knowledge gained to the improved management, sustainable development and protection of the marine environment, and to assist the decision-making processes of its 136 member States. The Commission was established on the basis of the recognition that:

the oceans, covering some seventy per cent of the earth's surface, exert a profound influence on mankind and even on all forms of life on Earth ... In order to properly interpret the full value of the oceans to mankind, they must be studied from many points of view. While pioneering research and new ideas usually come from individuals and small groups, many aspects of oceanic investigations present far too formidable a task to be undertaken by any one nation or even a few nations.

7. In addition to its member States, the Commission is composed of an Assembly, an Executive Council, subsidiary bodies and a secretariat based in Paris.

8. Fifty years after its establishment, the Commission continues to play a pivotal role in developing and coordinating global ocean observations through the Global Ocean Observing System, in saving lives and property in coastal areas through establishing multi-hazard warning systems, and in making available up-to-date, science-based information and knowledge on the status and functioning of oceans and coasts.

9. The celebration of the fiftieth anniversary of the Commission in 2010 will start on 8 June and will coincide with World Oceans Day, designated as 8 June in 2008 by the General Assembly in its resolution 63/111. The Day creates an opportunity to raise global awareness of the current challenges facing the international community in protecting oceans, their habitats and the millions who depend on them for a living. For example, the theme for the 2009 observance of World Oceans Day was "Our Oceans, Our Responsibility", in order to emphasize the threat posed to the vitality of the oceans by human activity and climate change.

10. In a message marking the Day, the Secretary-General stated that human activities were taking a terrible toll on the world's oceans and seas. The objectives of World Oceans Day emphasized an individual and collective duty to protect the marine environment and carefully manage its resources.

General information

11. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York first-day covers on the UNPA official first-day cachets **only**. Members of delegations and the staff can obtain these items on Thursday, 6 May, at the UNPA sales counter in the concourse of the General Assembly Building, from 9 a.m. to 5 p.m.

12. First-day-of-issue cancellations can be obtained at a temporary United States Postal Service substation located outside the United Nations Bookshop in the concourse of the General Assembly Building, from 9 a.m. to 5 p.m.

13. Please visit the UNPA sales counter in the concourse of the General Assembly Building, which is open daily from 9 a.m. to 5 p.m. on weekdays and from 10 a.m. to 5 p.m. on weekends and holidays.

14. Information on United Nations stamps can be accessed on the Internet at <http://unstamps.un.org>.

**Secretariat**

20 April 2010

Information circular*

To: Members of the staff
From: The Assistant Secretary-General for Human Resources Management
Subject: **United Nations competitive examination for accounting assistants (2010)**

1. The purpose of the present information circular is to invite applications from staff members in the General Service and related categories of the Secretariat who wish to take the competitive examination for accounting assistants, in accordance with the provisions of administrative instruction ST/AI/1998/4.
2. The written part of the examination is scheduled to be held in New York, tentatively in June 2010. Staff members will be advised of the precise date and location.
3. The minimum eligibility requirements for staff members are as follows:
 - (a) High school or equivalent diploma; and
 - (b) Additional qualifications, such as a degree, certificate(s), coursework or training in accounting or finance, or progressively responsible experience in accounting or finance.
4. In addition to the minimum eligibility requirements stated above, staff members who sat for a previous accounting clerk assistant examination must meet the following conditions:
 - (a) Have achieved a mark of at least 25 per cent on the overall score of that examination;
 - (b) Staff members who did not obtain at least 25 per cent must submit to the Board of Examiners for Accounting a detailed description of the concrete and independently verifiable efforts made in preparation for the new examination (e.g., courses taken, transcripts, hours of study, materials used, topics studied).
5. Staff members will not be allowed to take the examination for accounting assistants more than four times within a 10-year period.

* Expiration date of the present information circular: 31 December 2010.



6. The written examination will consist of one paper covering basic accounting principles and practice. The use of any reference material is not permitted during the written examination. Staff members must bring their own calculators. Personal computers are not allowed. Examinees who have not already passed the Administrative Support Assessment Test (ASAT) (formerly known as the "clerical test") in English will be required to take it prior to the written examination for accounting assistants. Examinees who do not obtain a passing grade on the English ASAT will be disqualified.

7. On the basis of the results obtained in the written examination, the Board of Examiners for Accounting will invite selected examinees to take a practical test on a computer to assess their knowledge of computerized spreadsheets. Based on the results of the practical test, selected examinees will be invited to an interview, which will normally take place six to eight weeks after the written component of the examination. The interview will consist in part of technical questions. In addition, the Board will interview each examinee to assess professional experience, knowledge of the United Nations and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, examinees who are invited to an interview should not assume that they will be placed on a reserve roster of qualified candidates.

8. Candidates who successfully complete the written examination, the practical test and the interview will be placed on a reserve roster of qualified candidates from which present and future vacancies for accounting assistants at United Nations Headquarters in New York will be filled. Candidates placed on the roster may be selected depending on the needs of the United Nations and the availability of posts. Internal candidates placed on the roster will receive an offer for an accounting assistant position prior to the selection of candidates from the next examination.

9. Successful candidates selected to fill vacancies will be assigned as accounting assistants for a trial period. The trial period will normally be one year, but it may be extended as necessary. Staff members who complete the trial period successfully and are recommended by their offices and the Office of Human Resources Management will be confirmed in their posts. In the case of staff members placed on temporary posts (general temporary assistance, replacement of a staff member on mission assignment), such staff members will be given priority for future placement if their performance has been judged to be fully satisfactory. Staff members who do not complete the trial period successfully will be reassigned to a post at their level.

10. Staff members of the Secretariat who meet the conditions set out in administrative instruction ST/AI/1998/4 and of the present information circular may apply by completing the attached application form and submit it by e-mail to the following address:

accounting-exam-2010@un.org

The deadline for receipt of applications is 1 June 2010. Written proof of educational qualifications obtained or relevant experience must be attached to the application. Incomplete applications will be returned to the staff member for completion and resubmission within the deadline for receipt of applications. Applications received after the deadline will not be accepted.

Annex**Application for the 2010 competitive examination for
accounting assistants**

Please type or print legibly.

Last name (family name) First name Nationality Sex ☐ F ☐ M Index No. Category Present level Type of appointment Temporary ☐ Fixed-term ☐ Probationary ☐Permanent ☐Expiration or review date Day Month Year Date of birth Day Month Year Date of entry in United Nations Secretariat Day Month Year Have you taken this examination before? No ☐ Yes ☐ If yes, when:In 19 In 19 In 19 In 20 In 20 Main language (mother tongue) Have you passed the English ASAT? No ☐ Yes ☐

Duty station _____
Department/Office _____
(write in full)
E-mail address _____
Room No. _____ Telephone No. _____

Please complete an up-to-date P-11 form, or preferably a PHP form, and attach it to the present application. Describe your educational background and work experience (giving dates and duration) in the areas of accounting and related functions.

Applications submitted without either a P-11 or PHP form will not be considered.

I certify that the above information is correct to the best of my knowledge and belief.

Date _____ Signature _____